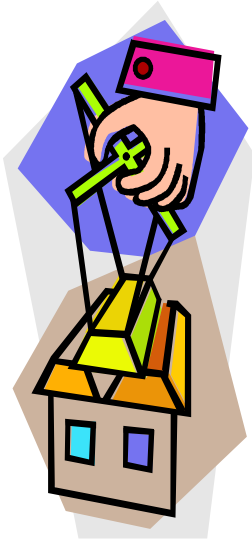


## ***Introduction to the 2009 HOME Investment Partnership Program***



This manual has been designed and written to assist in the application and implementation of housing programs receiving HOME Investment Partnerships Program (HOME) funds awarded by the Indiana Housing and Community Development Authority (IHCDA). The procedures documented in this manual address the required record keeping systems, reporting requirements, award monitoring, and modification procedures in addition to specific program requirements, regulations and definitions.

The procedures documented in this manual are required by HOME regulations, related federal regulations, Indiana State Board of Accounts and IHCDA. HUD requires adherence to Office of Management and Budget (OMB) Circular No. A-87, Cost Principles for State and Local Governments; OMB Circular No. A-102, Uniform Administrative Requirements for Grants-In-Aid to State and Local Governments; and OMB Circular No. A-110, Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. In some instances, program requirements more restrictive than A-87, A-102, and A-110 have been adopted. To view these documents, please access the following website: [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb)



The fiscal procedures documented in this manual are designed to be incorporated into the existing systems required by the Indiana State Board of Accounts.

This manual sets forth the *minimum* requirements to be followed. Whenever procedures are different between state and federal requirements, the more stringent of the two regulations must always take precedence. If the award recipient's current procedures are stricter, then the current procedures should continue to be used. Every effort is made to update the manual regularly to reflect changes in state and federal law. However, award recipients are responsible for implementing statutory changes immediately upon their effective date, regardless of whether the Implementation Manual reflects such changes.



If there are questions about which requirements should be followed, please contact a Community Development Representative within the regional division at the Indiana Housing and Community Development Authority.

Various regulations have been summarized throughout the manual to assist the award recipient in understanding the regulatory requirements; however, the summaries should not be considered a substitute for reading and referring to the regulations for the actual technical requirements for the HOME program. The summaries are not all inclusive and some technical exceptions may have been inadvertently omitted.

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***Indiana Housing and Community Development Authority  
HOME Investment Partnerships Program  
Application and Award Manual***

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***Chapter Summary***

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***Introduction to HOME Application and Award Manual***

***Allocation***

***Chapter I Funding Statement***

This statement identifies IHCD's funding priorities for the 2009 HOME Investment Partnerships Program Application.

***Chapter II HOME Evaluation Criteria***

This chapter outlines IHCD's evaluation criteria for the 2009 HOME Application.

***Chapter III HOME Appendices***

Appendices include but are not limited to: Definitions, Qualified Census tracts, Economically Distressed Counties, HOME Awards by County, IHCD Frequently Used Acronyms, Sample letters, Donated Banked Match/ Leverage Form, Utility Allowance Map, List of Energy Star® Certified Raters and How to Become a Certified Energy Star ® Rater

***Compliance***

***Chapter 1 Policy Requirements***

This chapter provides guidance on the IHCD Suspension Policy, Administrator Procurement, Loan Licensing, Loan Closings, 99-year Property Lease, Match, Lease Language/Program Agreements, Backend Development Package, Manufactured Housing Policy, Grievance Procedures, and Subordination Policy.

***Chapter 2 Lead Based Paint Requirements***

This chapter provides an overview on Lead Based Paint, and the applicable federal, state, local, and IHCD regulations.

***Chapter 3 Uniform Relocation Act (URA) and Section 104(d) Requirements***

This chapter provides guidance on how recipients must handle permanent and temporary displacement of residents as a result of the HOME assisted project.

***Chapter 4 Accessibility Requirements***

This chapter outlines Section 504 of the Rehabilitation Act. Recipients can not discriminate against an otherwise qualified individual with disabilities, solely by reason of his or her disability, in participating in any program or activity receiving HOME funds. This chapter defines the recipient's responsibilities in terms of physical and program accessibility of their HOME program.

***Chapter 5 Civil Rights (Fair Housing & Minority and Women Business Participation)***

This chapter outlines all of the required actions and the applicable Fair Housing regulations. The chapter provides guidance on the state and federal civil rights laws as applicable to the HOME program. Information on how recipients are required to document their efforts to solicit minority and women business participation is also located in this chapter.

- Chapter 6**      ***Section 3: Economic Opportunities for Low and Very Low Income Persons***  
This chapter outlines the Section 3 program and recipients' responsibilities. Section 3 is a provision of the Housing and Urban Development Act of 1968 that requires low-income persons, to the greatest extent possible, receive opportunities for job training and employment in connections with federal financial assistance programs in their neighborhoods.
- Chapter 7**      ***Conflict of Interest Prohibition***  
This chapter provides guidance to recipients when conflicts of interest arise. This is a process required by IHCD for all possible conflicts of interest.
- Chapter 8**      ***Income Verification***  
This chapter provides an in-depth explanation on how to calculate income eligibility including: what forms of income are eligible and what constitutes acceptable support documentation.
- Chapter 9**      ***Labor Standards Requirements***  
This chapter outlines the labor standards procedures that enable a recipient to complete construction and minimize the risk of monitoring and audit findings. Detail on the Davis Bacon Act and other applicable labor standards acts are in this chapter.
- Chapter 10**      ***Procurement Procedures***  
This chapter outlines requirements, which must be followed when procuring all materials, supplies, equipment, construction or professional services.
- Chapter 11**      ***Funds Management***  
The purpose of this chapter is to give the requirements and documentation required so that you can set-up, draw funds, and completion of a property address. Additionally, this chapter covers the instructions on the various financial forms and ledgers required to be submitted and maintained by all IHCD recipients.
- Chapter 12**      ***Modification Procedures***  
This chapter outlines the necessary steps for recipients to request a modification from IHCD. This may include a decrease in the amount of the award; change of award expiration date or reallocation of funds budgeted between approved activities.
- Chapter 13**      ***Construction Standards***  
This chapter outlines the standards that must be utilized for rehabilitation or new construction using HOME funds.

***Chapter 14      Deed Restrictions***

Recipients are required to put a deed restriction on all HOME assisted properties and sites. This chapter outlines when recipients must use recapture provisions or resell provisions.

***Chapter 15      Program Monitoring and Audit***

This chapter provides a listing of what recipients can expect at a monitoring. Also included is a sample of the monitoring tool that is used by IHCD.

***Chapter 16      Affordability Requirements***

This chapter outlines all the requirements related to awards during their required affordability periods. This includes: treatment of program income, recaptured funds, and ongoing reporting for emergency shelters, youth shelters, migrant seasonal farm worker, transitional, permanent supportive, and rental housing.

## ***Chapter I- Funding Statement***

IHCDA encourages developments that will ensure decent, safe and affordable housing units, which will remain viable and stable throughout the affordability period and beyond.

The purpose of the HOME application is to provide subsidies in the form of grants for the acquisition, development, rehabilitation, or refinancing of housing that is affordable to low and moderate-income people.

Through this program, IHCDA seeks to both improve the quality of existing housing stock in Indiana and increase the supply of quality affordable housing for Hoosiers.

### ***Applicants***

Eligible applicants include cities, towns, counties, townships, public housing authorities, CHDO's, and not-for-profit 501(c)3 or 501(c)4 corporations. Applications for housing activities located within participating jurisdictions are not eligible for funding through this application. A list of participating jurisdictions in Indiana can be found below

Applications from, or housing activities located within, the following participating jurisdictions are not eligible for HOME funds through this application:

Anderson	Gary	St. Joseph County Consortium**
Bloomington	Hammond	Terre Haute
East Chicago	Indianapolis*	Tippecanoe County Consortium***
Evansville	Lake County	
Fort Wayne	Muncie	

*\*The cities of Beech Grove, Lawrence, Speedway, Southport, and the Town of Cumberland when the housing activity is located in Hancock County will be eligible to receive assistance.*

*\*\*St. Joseph County Consortium is made up of the cities of South Bend and Mishawaka and the unincorporated areas of the county. These areas are not eligible to receive funding from IHCDA. Other incorporated areas are eligible to receive assistance.*

*\*\*\*Tippecanoe County Consortium is made up of the cities of Lafayette and West Lafayette and the unincorporated areas of the county. These areas are not eligible to receive funding from IHCDA. Other incorporated areas are eligible to receive assistance.*

### ***Activities***

IHCDA will accept applications for the following activities:

Permanent Rental- New Construction and Rehabilitation

Homebuyer- New Construction and Rehabilitation

Homeowner Occupied Rehabilitation

Pre-Development loans, which help CHDO's determine the financial feasibility of an IHCD HOME-CHDO activity, will be funded through this application.

Seed Money loans, which ensure that CHDO's have access to funds for up-front eligible expenses will be funded through this application.

Supplemental HOME funding, which is intended as a one-time award to address financial shortfalls that have arisen due to factors beyond the applicant's control may be funded through this application. Please contact your IHCD Community Development Representative if you are requesting this type of funding as soon as possible.

### ***CHDO Eligible Activities***

Rental and Homebuyer housing are considered CHDO-eligible activities for purposes of the CHDO set-aside as long as the activity takes place within the CHDO's state-certified service area and the CHDO must own, develop or sponsor the activity.

### ***HOME CHDO Supplemental Funding (Formerly CHDO Works)***

IHCD will provide operating capacity funding in conjunction with successful application for a CHDO-eligible activity. The amount of supplemental funding will be determined on a case by case basis using regulations cited in 24 CFR as well as current IHCD HOME portfolio information. IHCD staff will also review audited financial statements and/or tax returns to determine the amount awarded.

### ***Form of Assistance***

IHCD will provide HOME funds to the recipient in the form of a grant. The recipient may then provide the HOME award as a grant or as a forgivable, amortized, or deferred loan to as many other subgrantees as they choose. However, subgrantees must be identified in the application and approved by IHCD.

IHCD will provide HOME requests as loans when the proforma review and/or underwriting show that the full amount of HOME funds requested will not meet the published underwriting guidelines.

### ***Subsidy Limits***

#### ***Permanent Rental and Homebuyer Units***

- The maximum award is \$750,000.  
HOME funds used for acquisition, rehabilitation, new construction, program delivery (including CHDO Predevelopment or CHDO Seed Money Loan), relocation, rent-up reserve, and developer's fee combined cannot exceed:

**NOTE:** 80% AMI level is only applicable to homebuyer activities

<b>AMI Level</b>	<b>Proposed Subsidy Limits</b>			
	<b>0 Bedroom or Efficiency Units</b>	<b>1 Bedroom Units</b>	<b>2 Bedroom Units</b>	<b>3 or more Bedroom Units</b>
<b>30%</b>	\$45,000	\$52,250	\$55,000	\$62,750
<b>40%</b>	\$43,000	\$50,000	\$52,500	\$60,000
<b>50%</b>	\$41,100	\$47,750	\$50,150	\$57,250
<b>60%</b>	\$39,300	\$45,600	\$47,850	\$54,650
<b>80%</b>	\$37,500	\$43,000	\$45,000	\$51,500

#### *Owner Occupied Rehabilitation Units*

The subsidy for OOR units is \$25,000\*/unit

\*If the applicant can demonstrate reasonable cause for a higher subsidy IHCD A will entertain requests submitted in writing for a subsidy waiver.

#### *2009 Application Round*

Applications may be submitted to IHCD A at any time beginning July 6, 2009 and ending June 30, 2010.

#### *Application Evaluation Process*

HOME applications will be evaluated on the three following items:

1. Organizational and Financial Risk Assessment (only one needed per year)
2. Application Forms and Documentation
3. Underwriting of the proposed development

#### *Application Process*

1. Submit your completed application with original signatures and tabbed attachments to your Community Development Coordinator.
2. IHCD A will provide you with a confirmation number within one (1) week or receipt of your application, and will respond within 30 calendar days of receipt regarding the status of your application.

#### *Availability of funds*

The amount of HOME funds available will be set aside in trimesters. During each trimester the funds will be spread as follows:

1<sup>st</sup> – 40%      2<sup>nd</sup> – 40%      3<sup>rd</sup> – 20%

Note: The amount of HOME funds allocated during each trimester may vary based on the amount of HOME funds de-obligated from previous rounds and the volume of applications received during that time.

## ***Chapter II- HOME Evaluation Criteria***

***To be considered for funding, an applicant must meet all of the criteria listed below. Applications that fail to meet any of these criteria will not be eligible for funding until all issues are resolved.***

1. During a funding round, the applicant must provide all documentation as instructed in the application. If IHCDa requests additional information from the applicant, all documentation must be received by IHCDa prior to award decisions being made.
2. All applicants are required to complete the Environmental Review Record (ERR) and submit it to the appropriate Community Development Representative prior to or with the application submission.
  - a. Refer to the [Environmental and Historic Review User Guides](http://www.in.gov) (found at [www.in.gov](http://www.in.gov)) for further explanation of these requirements.
    - i. Local unit of government applicants must publish a notice requesting a release of funds no later than 7 days following the application due date and submit all publisher's affidavits to IHCDa within 14 days of application due date.
    - ii. For all other applicants, excluding local units of government, IHCDa will be responsible for publishing the notice requesting a release of funds.
  - b. Applicants must also submit documentation to the Community Development Coordinator requesting that IHCDa initiate the historic review process **on or before the application submission date**. Submitted documentation must be deemed sufficient and complete to meet this requirement. Local units of government or township applicants must demonstrate that it will complete an action to affirmatively further fair housing during the timeframe of an award.
3. The application must meet all requirements under HOME Investment Partnerships Program regulations of 24 CFR 570 and 24 CFR 92.
4. The applicant must have resolved all previous monitoring requirements.
5. The applicant must have completed at least 3 pre-development activities prior to submitting the application.
6. The applicant must have a minimum of 25% match for their proposed development.
7. If the development is New Construction, all units must be certified as Energy Star Rated Units.

### ***Chapter III- Appendices***

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## ***Appendix A***

### ***DEFINITIONS***

**Abused Children** – Children under the age of 18 that have been hurt or injured by physical, mental, sexual, or verbal maltreatment.

**Adaptable** - Features that make a unit fully usable by physically disabled persons that can be installed upon the request of such persons without structural change to the unit.

**Affirmatively Furthering Fair Housing** - Actions taken to affirmatively further fair housing must further the policies of the Fair Housing Act and include activities to assure nondiscrimination in housing transactions. The applicant should actively promote wider housing opportunities for all persons regardless of race, color, religion, sex, national origin, familial status, or handicap while maintaining a nondiscriminatory environment in all aspects of the public and private housing market within their jurisdiction.

**Affordable** - Housing is generally considered affordable if a household pays no more than 30% of its annual gross income for all housing costs including principal, interest, taxes, and insurance (PITI) for homeownership or for rental units, rent plus utility costs.

**Affordable Mortgage Payment** – The “front-end” ratio (the percentage of a beneficiary's income that goes toward principal, interest, taxes, insurance [PITI], and utilities [optional]) reflects the household's housing expenses relative to income. The “back-end” ratio (PITI plus other household expenses and debt) reflects the household's overall expenses relative to gross income. IHCD requires a front-end ratio that is between 10% and 29% and strongly recommends a back-end ratio between 20% and 41%.

Gross Income multiplied by Front-end Ratio  
Less: Utility Costs  
Less: Taxes  
Less: Insurance  
Less: Private Mortgage Insurance  
Equals Affordable Mortgage Payment

Gross Income multiplied by Back-end Ratio  
Less: Utility Costs  
Less: Taxes  
Less: Insurance  
Less: Private Mortgage Insurance  
Less: Child Care  
Less: Child Support  
Less: All regular debt (credit cards, car notes, etc.)  
Equals Affordable Mortgage Payment

**Affordability Period** – The period of time that an assisted unit must remain affordable to identified levels of low- or moderate-income persons. See the Eligible Activities section for further guidance.

**Amortized Loan** - A loan that requires the gradual reduction of debt by equal periodic payment sufficient to pay current interest and to extinguish the principal at maturity.

Annual Income - Gross income anticipated to be received by all members of a household during the coming twelve-month period. For HOME use Section 8 Housing Program Income Definitions found in 24 CFR Part 813.

AMI – Area median income for the county in which the development is located. HUD revises this figure annually.

Applicant - Any person, persons, or organization applying for assistance through a housing program funded by IHCD.

Assisted Living Facility – For purposes of IHCD's grants and loans, an assisted living facility is defined as living arrangements in which some optional services are available to residents (meals, laundry, medication reminders), but residents still live independently within the assisted living complex. Residents of such facilities pay a regular monthly rent, and then pay additional fees for the services that they desire. This type of housing is considered an eligible activity for funding under IHCD's HOME program.

Assisted Unit - Any housing unit that receives HOME funds.

Beneficiary - Person from low and moderate-income family, which includes individuals or families with an annual income equal to or less than 80% of the median family income (adjusted by size) for the target area, or members of certain categories of individuals automatically assumed by HUD to be low- and moderate-income, unless there is information to the contrary. These are persons that have benefited directly from an IHCD award.

Closed Award –IHCD declares an award closed when all required documentation associated with the award has been approved and the recipient has received a formal letter stating the award is closed. This letter will also contain all on-going compliance requirements if the activity is subject to such requirements.

Community Housing Development Organization (CHDO) - CHDOs must be certified by IHCD and must also pass a threshold capacity assessment to receive funds through the CHDO set-aside. A CHDO certification application is available from IHCD. A CHDO is a specific type of non-profit organization defined exclusively for the HOME program in 24 CFR 92.2. It is a private nonprofit organization that:

- (1) Is organized under State or local laws;
- (2) Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual;
- (3) Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A community housing development organization may be sponsored or created by a for-profit entity, but:
  - (i) The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.
  - (ii) The for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members; and
  - (iii) The community housing development organization must be free to contract for goods and services from vendors of its own choosing;
- (4) Has a tax exemption ruling from the Internal Revenue Service under section 501(c) (3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1);
- (5) Does not include a public body (including the participating jurisdiction). An organization that is State or locally chartered may qualify as a community housing development organization; however, the

State or local government may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of the participating jurisdiction or State recipient. Board members appointed by the State or local government may not appoint the remaining two-thirds of the board members;

- (6) Has standards of financial accountability that conform to 24 CFR 84.21, "Standards for Financial Management Systems;"
- (7) Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws;
- (8) Maintains accountability to low-income community residents by:
  - (i) Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations. For urban areas, "community" may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); and
  - (ii) Providing a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, site, development, and management of affordable housing;
- (9) Has a demonstrated capacity for carrying out activities assisted with HOME funds. An organization may satisfy this requirement by hiring experienced key staff members who have successfully completed similar projects, or a consultant with the same type of experience and a plan to train appropriate key staff members of the organization; and
- (10) Has a history of serving the community within which housing to be assisted with HOME funds is to be located. In general, an organization must be able to show one year of serving the community before HOME funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least a year of serving the community.

CHDO Proceeds – Profit, other than developer's fee, resulting from a CHDO-eligible project. Rental income that is generated by a CHDO-owned project does not constitute CHDO proceeds. Examples of CHDO proceeds are funds resulting from: the permanent financing of a CHDO project that is used to pay off a CHDO financed construction loan; the sale of CHDO sponsored rental housing to a second non-profit; the sale of CHDO developed homeownership housing; the principal and interest payments from a loan to a buyer of CHDO developed homeownership housing. Once CHDO proceeds are used, there are no further HOME requirements that must be met. Funds generated from the use of CHDO proceeds are not CHDO proceeds.

CHDO-Eligible Activity – Those HOME-funded projects that only state-certified community housing development organizations (CHDOs) propose to own, develop, or sponsor. For purposes of IHCD's programs these activities are limited to transitional housing, rental housing, lease-purchase, permanent supportive housing, and homebuyer activities.

CHDO as a "Developer": A CHDO is a "developer" when it (1) either owns a property and develops a project, or has a contractual obligation to a property owner to develop a project; and (2) performs all the functions typically expected of for-profit developers, and assumes all the risks and rewards associated with being the project developer.

- 1) For rental housing, the CHDO must obtain financing, and rehabilitate or construct the project. If it owns the property, the CHDO may maintain ownership and manage the project over the long term, or it may transfer the project to another entity for long-term ownership and management. If it does not own the property, the CHDO must enter into a contractual obligation with the property owner. This contractual obligation is independent of the PJ. OR

- 2) For homebuyer programs, the CHDO must obtain project financing, rehabilitate or construct the dwelling(s), and have title of the property and the HOME loan/grant obligations transferred to a HOME qualified homebuyer within a specified timeframe. If it does not own the property, the CHDO must enter into a contractual obligation with the property owner. This contractual obligation is independent of the PJ.

In both of the above scenarios, developer fees negotiated with the PJ are eligible soft costs under Section 2.206 of the HOME regulations.

CHDO as “Owner”: The CHDO is an “owner” when it holds valid legal title to or has a long term (99 year minimum) leasehold interest in a rental property. The CHDO may be an owner with one or more individuals, corporations, partnerships or other legal entities. If it owns the project in partnership, it or its wholly owned nonprofit or for-profit subsidiary must be the managing general partner with effective control (i.e., decision-making authority) of the project. The CHDO may be both owner and developer, or may have another entity as the developer.

CHDO as “Sponsor”: A CHDO is a “sponsor” for HOME-assisted rental or homebuyer housing according to the circumstances outlines below. (In either case, the CHDO must always own the property prior to the development phase of the project.):

- 1) For HOME-assisted rental housing, the CHDO may develop a project that it solely or partially owns and agrees to convey ownership to a second non-profit organization at a predetermined time prior to or during development or upon completion of the development of the project. The HOME funds are invested in the project owned by the CHDO. The CHDO sponsor selects prior to commitment of HOME funds the non-profit organization that will obtain ownership of the property. The non-profit assumes from the CHDO the HOME obligation (including any repayment of loans) for the project at a specified time. If the property is not transferred to the non-profit organization, the CHDO sponsor remains liable for the HOME loan/grant obligation. The non-profit organization must be financially and legally separate from the CHDO sponsor. (The second nonprofit may have been created by the CHDO; nevertheless, it is a separate entity from the CHDO.) The CHDO sponsor must provide sufficient resources to the non-profit organization to ensure the development and long-term operation of the project.

OR

For a HOME-assisted homebuyer program, the CHDO owns a property, then shifts responsibility for the project to another nonprofit at some specified time in the development process. The second nonprofit, in turn, transfers title along with the HOME loan/grant obligations and resale/recapture requirements to a HOME-qualified homebuyer within a specified timeframe. The HOME funds are invested in the property owned by the CHDO. The other nonprofit being sponsored by the CHDO acquires the completed units, or brings to completion the rehabilitation or construction of the property. At completion of the rehabilitation or construction, the second nonprofit is required to sell (transfer) the property along with the HOME loan/grant obligations to a homebuyer. This sponsorship role could include a lease-purchase approach whereby the second nonprofit would lease the property to a homebuyer for a period not to exceed three years. At the expiration of the lease, the second nonprofit must sell or transfer the property along with the HOME loan/grant obligations to the homebuyer. If the property is not transferred, the second nonprofit retains ownership and all HOME rental requirements will apply.

Deferred Loan - A loan that allows postponement of either principal or interest, usually interest. At maturity, all principal and interest will be paid.

Developers Fee - Compensation to the developer for overseeing the development activities.

Development –

HOME Investment Partnerships Program: means a site or sites together with any building (including a manufactured housing unit) or buildings located on the site(s) that are under common ownership, management, and financing and are to be assisted with HOME funds as a single undertaking. The development includes all the activities associated with the site and building.

Disabilities – (According to 24 CFR 92.2) Person with disabilities means a household composed of one or more persons, at least one of whom is an adult, who has a disability.

- 1) A person is considered to have a disability if the person has a physical, mental, or emotional impairment that:
  - (i) Is expected to be of long-continued and indefinite duration;
  - (ii) Substantially impedes his or her ability to live independently; and
  - (iii) Is of such a nature that such ability could be improved by more suitable housing conditions.
- 2) A person will also be considered to have a disability if he or she has a developmental disability, which is a severe, chronic disability that:
  - (i) Is attributable to a mental or physical impairment or combination of mental and physical impairments;
  - (ii) Is manifested before the person attains age 22;
  - (iii) Is likely to continue indefinitely;
  - (iv) Results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and
  - (v) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated. Notwithstanding the preceding provisions of this definition, the term “person with disabilities” includes two or more persons with disabilities living together, one or more such persons living with another person who is determined to be important to their care or well-being, and the surviving member or members of any household described in the first sentence of this definition who were living, in a unit assisted with HOME funds, with the deceased member of the household at the time of his or her death.

Elderly – Individuals who are 62 years of age or older.

Emergency Shelters - Temporary daytime and/or overnight accommodations for homeless persons. An emergency shelter may include appropriate eating and cooking facilities. Emergency shelters must serve homeless individuals or families that lack fixed, regular, and adequate nighttime residences, or individuals or families whose primary nighttime residence is:

- (1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
- (2) An institution that provides a temporary residence for individuals intended to be institutionalized; or
- (3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. This term does not include any individual imprisoned or otherwise detained under an Act of the Congress or a State law. See also Public Facilities.

Family - All persons living in the same household who are related by birth, marriage, or adoption.

Federal Act - For the HOME Investment Partnerships Program (HOME): Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended (42 U.S.C. 12701 et seq.).

Fixed HOME-Assisted Units – In a rental development where not all the units are HOME-assisted, the applicant determines from the outset which units are the HOME-assisted units. For instance, in a 10-unit rental project, if the applicant designates units A, B, C, D, and E as the HOME-assisted units, these specific units (A through E) remain the HOME-assisted units throughout the period of affordability.

Floating HOME-Assisted Units – In a rental development where not all the units are HOME-assisted, the applicant has the flexibility of maintaining a certain number of HOME-assisted units throughout the affordability period, although the specific unit(s) so designated may vary with availability. For example, with 5 HOME-assisted units in a 10-unit rental project, the applicant would designate five units as HOME-assisted units, and at any given point in time throughout the affordability period, five units must have the HOME-assisted designation, and be occupied by HOME income-eligible tenants. The substituted units must be at least comparable in terms of size, features, and number of bedrooms to the originally designated units. A system of floating units is desirable when applicants want to ensure that assisted units are indistinguishable from and interchangeable with market-rate units. In addition, the system of floating units provides consistency with the system required in developments with Rental Housing Tax Credits.

Floodplain – An area that may become flooded from time to time. The floodplain includes both the floodway and the flood fringe.

Forgivable Loan - A loan that allows the retirement of debt, if all applicable conditions are met.

HOME Investment Partnerships Program (HOME) - A program to assist communities in the rehabilitation and creation of affordable housing. This HUD program funded by Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, is administered by the Indiana Housing and Community Development Authority (IHCDA).

Homeless Populations – Individuals with no housing or shelter.

Homeownership - Ownership in fee simple title or a 99-year leasehold interest in a one- to four-unit dwelling or in a condominium unit, or equivalent form of ownership approved by HUD and IHCDA.

Household - Persons living in the same dwelling unit, regardless of relationship or economic interdependence.

Local Unit of Government - Counties, incorporated cities, towns.

Low-and-Moderate-Income Household - Eighty (80%) percent of the median family income (adjusted for household size) for each county. The income limits shall be as defined by the U.S. Department of Housing and Urban Development Section 8 Income Guidelines for “lower income families.”

Manufactured Housing – Considered an eligible form of housing under IHCDA’s programs when it meets IHCDA’s Manufactured Housing Policy or rehab will bring the unit up to these standards:

- A single dwelling unit designed and built in a factory, installed as a permanent residence, which bears a seal certifying that it was built in compliance with the Federal Manufactured Housing Construction and Safety Standards Law and which also complies with the following specifications:
  - 1) Shall have been constructed after January 1, 1981, and must exceed nine hundred fifty (950) square feet of occupied space per I.C. 36-7-4-1106 (d);
  - 2) Is attached to a permanent foundation of masonry construction and has a permanent perimeter enclosure constructed in accordance with the One and Two Family Dwelling Code;
  - 3) Has wheels, axles and towing chassis removed;

- 4) Has a pitched roof;
- 5) Consists of two (2) or more sections which, when joined, have a minimum dimension of 20' X 47.5' enclosing occupied space;
- 6) Is located on land held by the beneficiary in fee-simple title, recorded land sale contract, or 99-year leasehold and is the principal residence of the beneficiary.

Matching Funds - Eligible contributions as defined in 24 CFR 92.220 (subject to IHCD approval), which are allocated for the HOME project. Matching funds should be expended in a pro-rata manner on project expenses to the greatest extent possible. Starting with HOME applications received and awards made in 1999, applicants are allowed to use the excess match provided on a previous award to count towards the match on a current application provided that they have not received points for additional leverage that relied on the same source. Further guidance on eligible sources of HOME match is found in CPD Notice 97-03.

The percent of local match for HOME is computed on the award amount minus administration, CHDO operating costs, and environmental review expenses. The incidence of match may not fall on the beneficiary. Therefore, contributions by the beneficiary, (other than sweat equity) while part of the program design, may not be counted towards the match requirements. This, however, in no way diminishes the need to provide documentation about private investment.

The types of match for HOME projects/programs that may be accepted are as follows:

- Cash contributions permanently dedicated to the HOME program from non-federal funds and not donated by the applicant or the designated property owner.
- Program income from a federal grant earned after the end of the award period if no federal requirements govern its disposition (i.e., program income generated from the Rental Rehab Program).
- Grant equivalent of the present discounted value of the yield foregone in a below-interest rate loan.
- The present discounted, cash value, based on customary and reasonable means for establishing value, of State or local taxes, fees, or other charges that are normally and customarily imposed or charged.
- The appraised value of donated land or buildings, except those already owned by the applicant or a principal in the development, less any debt that remains as a lien against the property. Property may also be eligible as a partial donation if it is offered to the applicant at below market value and if the offeror submits a written declaration that the difference between market value and the sale price is intended as a contribution to affordable housing.
- The cost, not paid with federal resources, of on-site or off-site infrastructure improvements that are directly required for the HOME-assisted development. The infrastructure must have been completed no earlier than 12 months before HOME funds are committed to the project.
- Donated site-preparation or construction materials not acquired with federal funds, or the reasonable rental value of the donated use of site preparation or construction equipment.
- Volunteer skilled or unskilled labor and donated professional services. Unskilled labor is currently calculated at the rate of \$10 per hour.
- The direct cost of supportive services provided to families residing HOME-assisted units during the affordability period. The supportive services must be necessary to facilitate independent living or be required as part of a self-sufficiency program.
- Contributions to non-HOME-assisted but HOME-eligible developments, if certain federal requirements are met (income eligibility of occupants, property standards, rent limits, project occupancy requirements, affordability period, and tenant protections).
- Neighborhood Assistance Program (NAP) credits awarded through the Indiana Department of Commerce
- Build Indiana grants

Ineligible forms of match:

- Contributions made with or derived from federal resources, including CDBG funds,
- Rural Development grants or loans,
- The interest rate subsidy attributable to tax-exempt financing or the value attributable to federal tax credits,
- Owner equity or investment in a project,
- Cash or other forms of contributions from applicants (other than sweat equity), or recipients of HOME assistance or contracts, or investors who own, are working on, or are proposing to apply for assistance for a HOME-assisted project, and
- Funds used to pay for administrative, environmental review, or CHDO operating costs.

Mental Impairment – An individual who has a psychiatric disorder that substantially impairs the individual's mental health; and requires care, treatment, training, or detention because of the psychiatric disorder, or for the welfare of the individual or others of the community in which the individual lives.

Migrant Farm Worker - A person employed in agricultural work of a seasonal or other temporary nature who is required to be absent overnight from his or her permanent place of residence. Exceptions are immediate family members of an agricultural employer or a farm labor contractor, and temporary H-2A foreign workers. (H-2A temporary foreign workers are nonimmigrant aliens authorized to work in agricultural employment in the United States for a specified time period, normally less than 1 year.)

Minority Person - As used herein, refers to African-American, not of Hispanic origin; Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture regardless of race); Asian or Pacific Islander; or Native American.

Multi-Jurisdictional Application – An application from more than one local unit of government. In such cases one of the local units of government is designated as the lead applicant and main IHCDCA contact for the award.

Not-for-profit - An organization exempt from taxation under IRS code section 501(c)(3) or 501(c)(4). Also called a non-profit.

Nursing Home – A residence that provides room, meals, recreational activities, help with daily living, and protective supervision of residents. Generally, residents have physical or mental impairments, which keep them from living independently. Nursing homes are certified to provide different levels of care, from custodial to skilled nursing (services that can only be administered by a trained professional). Nursing homes are considered ineligible types of housing under IHCDCA's HOME program.

Operating Reserves - Funds used to initially capitalize a reserve fund that covers operating expenses when there are rental income shortfalls over the life of a rental project. These funds cannot be applied to a HOME award. Operating reserves must be capitalized through the development budget (Exhibit 5: Uses of Funds).

Participating Jurisdiction - Any metropolitan city or urban county, which is eligible to receive formula allocations of HOME Investment Partnerships Program funds directly from the U.S. Department of Housing and Urban Development. Applications from, or projects located within, the following participating jurisdictions are not eligible for IHCD's HOME Program:

Anderson	Gary	Muncie
Bloomington	Hammond	St. Joseph County Consortium**
East Chicago	Indianapolis*	Terre Haute
Evansville	Lake County	Tippecanoe County Consortium***
Fort Wayne		

\*The Cities of Beech Grove, Lawrence, Speedway, Southport, and the Town of Cumberland located in Hancock County are not considered part of the Indianapolis participation jurisdiction. Housing activities located in these jurisdictions are eligible for HOME funding from IHCD.

\*\*St. Joseph County Consortium is made up of the cities of South Bend and Mishawaka and the unincorporated areas of the county. These areas are not eligible to receive funding from IHCD. Other incorporated areas are eligible to receive assistance.

\*\*\*Tippecanoe County Consortium is made up of the cities of Lafayette and West Lafayette and the unincorporated areas of the county. These areas are not eligible to receive funding from IHCD. Other incorporated areas are eligible to receive assistance.

People with Addictions – People that are physiologically or psychologically dependent to a habit-forming substance.

Permanent Supportive Housing – Long-term housing with on-going supportive services available for persons who would otherwise be at risk of being homeless.

Persons with Disabilities – (According to 24 CFR 92.2) Person with disabilities means a household composed of one or more persons, at least one of whom is an adult, who has a disability.

- 1) A person is considered to have a disability if the person has a physical, mental, or emotional impairment that:
  - (iv) Is expected to be of long-continued and indefinite duration;
  - (v) Substantially impedes his or her ability to live independently; and
  - (vi) Is of such a nature that such ability could be improved by more suitable housing conditions.
- 2) A person will also be considered to have a disability if he or she has a developmental disability, which is a severe, chronic disability that:
  - (vi) Is attributable to a mental or physical impairment or combination of mental and physical impairments;
  - (vii) Is manifested before the person attains age 22;
  - (viii) Is likely to continue indefinitely;
  - (ix) Results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and
  - (x) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated. Notwithstanding the preceding provisions of this definition, the term "person with disabilities" includes two or more persons with disabilities living together, one or more such persons living with another person who is determined to be important to their care or well-being, and the surviving member or members of any household

described in the first sentence of this definition who were living, in a unit assisted with HOME funds, with the deceased member of the household at the time of his or her death.

**Program Income** - Gross income received by the recipient or subrecipient directly generated from the use of HOME, CDBG, or HOME matching contributions. When program income is generated by housing that is only partially assisted with federal funds, the income shall be prorated to reflect the percentage of federal funds used. Program income includes, but is not limited to, the following:

- Proceeds from the disposition by sale or long-term lease of real property acquired, rehabilitated, or constructed with HOME, CDBG, or HOME matching contributions;
- Gross income from the use or rental of real property, owned by the recipient or subrecipient that was acquired, rehabilitated, or constructed, with HOME, CDBG, or HOME matching funds, less costs incidental to generation of the income;
- Payments of principal and interest on loans made using HOME, CDBG, or HOME matching funds;
- Proceeds from the sale of loans made with HOME, CDBG, or HOME matching funds;
- Proceeds from the sale of obligations secured by loans made with HOME, CDBG, or HOME matching funds;
- Interest earned on program income pending its disposition

Department of Commerce program income may be used as local match for CDBG projects. Applicants should contact IDOC for further information regarding un-obligated program income cash balances and their eligible uses.

**Public Facilities** (Emergency Shelter and Youth Shelter) - Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements carried out by the recipient or other public or private nonprofit entities. In undertaking such activities, design features and improvements that promote energy efficiency may be included. Facilities designed for use in providing shelter for persons having special needs are considered public facilities and are not subject to the prohibition of new housing construction. Such facilities include shelters for the homeless; battered spouse shelters; halfway houses for run-away children; and temporary housing for disaster victims. In certain cases, nonprofit entities and subrecipients may acquire title to public facilities. When such facilities are owned by nonprofit entities or subrecipients, they shall be operated so as to be open for use by the general public during all normal hours of operation.

Special policies governing facilities apply to facilities containing both eligible and ineligible uses.

**Recapture** – A mechanism to recoup all or a portion of the direct subsidy if the beneficiary decides to sell the assisted unit within the affordability period. The funds subject to recapture are based on the amount of assistance that enabled the buyer to buy the dwelling unit. This includes any assistance that reduced the purchase price from the fair market value to an affordable price (homebuyer subsidy), but excludes the amount between the cost of producing the unit and the market value (development subsidy). IHCD has adopted a method for calculating the amount of recapture based on the net proceeds from the sale of the house shared between IHCD and the owner. If the net proceeds are not sufficient to recapture the full amount of the IHCD investment plus recover the amount of the homeowner's down payment and any capital improvement made by the owner since purchase, IHCD will share the net proceeds.

**Reconstruction** - The rebuilding, on the same lot, of housing standing on a site at the time of project commitment. The number of housing units on the lot may not be decreased or increased as part of a reconstruction project, but the number of rooms per unit may be increased or decreased. Reconstruction

also includes replacing an existing substandard unit of manufactured housing with a new or standard unit of manufactured housing.

Rehabilitation – To restore to good condition or capacity; any construction related activities that are necessary to bring the property into compliance with federal, state, or local building or housing codes.

Rent Up Reserve - This reserve is meant to meet any shortfall in development income during the rent-up period.

Replacement Reserves – Funds used to initially capitalize a reserve fund used for major capital repairs to a rental housing facility. These funds cannot be applied to a HOME grant. Replacement reserves can be either capitalized on the development budget (Project Uses of Funds, Exhibit 5) or through operating cash flow.

Resale – Resale restrictions apply to assisted units with development subsidy only and require the seller to sell the property only to a low-income household that will use the property as their principle residence. The assisted unit must retain all HOME requirements for the duration of the affordability period.

Seasonal Farm Worker - A person employed in agricultural work of a seasonal or other temporary nature who is not required to be absent overnight from his or her permanent place of residence. Exceptions are immediate family members of an agricultural employer or a farm labor contractor.

Section 8 Income - The gross amount of income of all adult household members anticipated during the coming 12-month period. This definition sounds straightforward, but there are several specific issues related to the calculation of annual income, see [HUD's website](#) for further guidance.

Single Family Property - A one to four family structure in which one household owns the property and occupies one of the units as its principal residence.

Single-Parent Household – A household in which an individual who is unmarried or legally separated from a spouse; has one or more minor children of whom the individual has custody, or joint custody, or is pregnant.

Single Room Occupancy (SRO) - SRO housing consists of single room dwelling units that are the primary residence of the occupant(s). If the project consists of new construction, conversion of non-residential space, or reconstruction, SRO units must contain either food preparation or sanitary facilities, they may contain both. For projects involving acquisition or rehabilitation of an existing residential structure or hotel, neither food preparation nor sanitary facilities are required to be in the unit. However, if individual units do not contain bathroom facilities, the building must contain bathroom facilities that are shared by tenants. SRO housing does not include facilities for students. Please see the appropriate program description for rent control issues.

Single-Site – A development consisting of one construction site, contiguous lots, and/or one address.

Site Control - Site control includes an option to purchase property, which has an expiration date no earlier than the scheduled board award date, a letter of commitment to donate the property, or a deed indicating the applicant or sub grantee has already taken ownership of the property.

Site and Neighborhood Standards – [24 CFR 983.6(b)] The proposed sites for new construction units must be approved by the HUD field office as meeting the following site and neighborhood standards:

1. The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities (water, sewer, gas, and electricity) and streets must be available to service the site.
2. The site and neighborhood must be suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of title VI of the Civil Rights Act of 1964, the Fair Housing Act, Executive Order 11063, and implementing HUD regulations.
3. (i) The site must not be located in an area of minority concentration, except as permitted under paragraph (ii) of this section, and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
  - (ii) A project may be located in an area of minority concentration only if:
    - (A) Sufficient, comparable opportunities exist for housing for minority families, in the income range to be served by the proposed project, outside areas of minority concentration (see paragraph (iii)) of this section for further guidance on this criterion); or
    - (B) The project is necessary to meet overriding housing needs that cannot be met in that housing market area (see paragraph (iv) of this section for further guidance on this criterion).
  - (iii) (A) “Sufficient” does not require that in every locality there be an equal number of assisted units within and outside of areas of minority concentration. Rather, application of this standard should produce a reasonable distribution of assisted units each year that, over a period of several years, will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance in any jurisdiction must be determined in light of local conditions affecting the range of housing choices available for low-income minority families and in relation to the racial mix of the locality's population.
  - (B) Units may be considered “comparable opportunities” if they have the same household type (elderly, disabled, family, large family) and tenure type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition.
  - (C) Application of this sufficient, comparable opportunities standard involves assessing the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration, and must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:
    - (1) A significant number of assisted housing units are available outside areas of minority concentration.
    - (2) There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population.
    - (3) There are racially integrated neighborhoods in the locality.
    - (4) Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.
    - (5) Minority families have benefited from local activities (e.g., acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration.
    - (6) A significant proportion of minority households have been successful in finding units in non-minority areas under the Section 8 certificate and voucher programs.
    - (7) Comparable housing opportunities have been made available outside areas of minority concentration through other programs.
  - (iv) Application of the “overriding housing needs” criterion, for example, permits approval of sites that are an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably changing the economic character of the area (a “revitalizing

area”). An “overriding housing need,” however, may not serve as the basis for determining that a site is acceptable if the only reason the need cannot otherwise be feasibly met is that discrimination on the basis of race, color, religion, sex, national origin, age, familial status or disability renders sites outside areas of minority concentration unavailable or if the use of this standard in recent years has had the effect of circumventing the obligation to provide housing choice.

4. The site must promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
5. The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions.
6. The housing must be accessible to social, recreational, educational, commercial, and health facilities and services, and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
7. Except for new construction housing designed for elderly persons, travel time and cost via public transportation or private automobile, from the neighborhood to places of employment providing a range of jobs for lower-income workers, must not be excessive.

Special Needs Population - Includes elderly persons, persons with disabilities, homeless individuals and families, persons with a mental impairment, female-headed households, single-parent households, or migrant/seasonal farm workers.

Subgrantee – An entity that owns the property being assisted with HOME, but is not the legal applicant for these funds.

Subrecipient - A public agency or private 501(c) 3 or (c) 4 non-profit organization other than the legal applicant that will administer or implement any portion of a grantee’s HOME eligible activities. The selection of a subrecipient is not subject to procurement procedures or requirements.

Substantial Reconstruction - Includes the rebuilding of existing housing, on the same foundation or the same footprint, standing on a site at the time that owner eligibility is determined by the local unit of government. Rooms may be added outside the footprint of the housing being reconstructed in order to alleviate occupancy issues, but the reconstructed housing must essentially be similar to the original housing. Housing must meet all applicable rehabilitation standards.

For substantial reconstruction, the unit of local government must determine the following and provide documentation to IHCD regarding the following items:

- 1) That the housing to be reconstructed is unsuitable for rehabilitation. Housing that is unsuitable for rehabilitation is housing that is substandard and not financially or structurally feasible for rehabilitation. This determination must be documented by the grantee or its agents. Such documentation should include inspection forms and cost estimates for rehabilitation and cost estimates for reconstruction which demonstrates that the cost of substantial reconstruction is significantly less than the cost of rehabilitation; and
- 2) The estimated cost of reconstruction is at least 20 percent less than the estimated cost of purchasing comparable newly constructed housing (including land) located in that neighborhood or in a comparable neighborhood of the unit of local government (for purposes of this paragraph, comparable newly constructed housing means a newly constructed residential structure of approximately the same size on a lot of approximately the same size); and

- 3) The estimated cost of the reconstruction is less than the fair market value of the reconstructed housing and land based on an appraisal obtained before reconstruction; and
- 4) The unit is located on land held by the owner in fee-simple title or 99-year leasehold.

Supportive Services – Services intended to help an individual become more self-sufficient and independent.

Total Tenant Rent – Tenant paid rent plus amount of subsidy plus tenant paid utilities

Transitional Housing - A project that is designed to provide housing and appropriate supportive services to persons, including (but not limited to) deinstitutionalized individuals with disabilities, homeless individuals with disabilities, and homeless families with children, including abused women and their children; and has as its purpose facilitating the movement of homeless persons to permanent housing within 24 months, or within a longer period as determined necessary to facilitate the transition. It does not include emergency shelters.

Very Low Income Household - A household that has verifiable annual income less than or equal to 50% of the area median income adjusted for family size.

Victims of Domestic Violence – Individuals that have been subject to repeated physical, mental, sexual, or verbal maltreatment.

Youth Shelter – A facility that houses and serves children under the age of 21 that are either wards of the state or homeless. These children may be pre-delinquent teens, or non-violent, neglected, or abused youth. This term does not include any individual imprisoned or otherwise detained under an Act of the Congress or a state law. The housing provided by this program must be full-time (7 days a week, 24 hours a day) and does not include daycare facilities.

## ***Appendix B***

### ***UNIFORM RELOCATION ACT AND SECTION 104(D) REQUIREMENTS***

According to Title I of the Housing and Community Development Act of 1974, as amended, and Title II of the Cranston-Gonzales National Affordable Housing Act, as amended, “Each grantee [participating jurisdiction] shall provide for reasonable benefits to any person involuntarily and permanently displaced as a result of the use of assistance received under this title...” as required under the **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, as amended, and Federal implementing regulations at 49 CFR Part 24 and the requirements of **Section 104(d) of Title I of the Housing and Community Development Act of 1974**, as amended.

*(For more detailed information on relocation, please refer to HUD Handbook 1278, which is available from IHCD.*)

Additionally, on January 4, 2005, the Federal Highway Administration as lead Federal Agency for the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act or URA), published a final rule revising the government-wide regulations implementing the Uniform Act under 49 CFR Part 24. The effective date is February 5, 2005. The final rule can be viewed at [www.hud.gov/relocation](http://www.hud.gov/relocation).

#### **I. MINIMIZING DISPLACEMENT**

As a general philosophy, IHCD requires program administrators to take all reasonable steps to minimize displacement as a result of HOME-assisted programs. This means:

- During feasibility determinations, considering whether or not displacement will occur.
- Assuring, whenever possible, that residential occupants of buildings to be rehabilitated are offered an opportunity to return.
- Planning rehabilitation projects to include “staging” where this would minimize displacement.
- Following notification and advisory services procedures carefully to assure that families do not leave because they are not informed about plans for the project or their rights.

**Displacement** - occurs when a person (or their property) permanently moves as a direct result of a federally assisted acquisition, demolition, or rehabilitation project. A direct result includes the following:

- The person is required to move from the property (e.g., because the family size cannot be accommodated after rehabilitation, the unit is demolished or its use is changed, or the family's lease is not renewed).
- The person leaves the property because a decent, safe, and sanitary and affordable unit in the property was not offered.
- The person leaves the property because of unreasonable temporary relocation requirements or unreasonable terms for permanent moves within the property.
- The person leaves for whatever reasons, AND the necessary notices to assure that the person was fully informed about relocation rights and assistance were not given or were not given in a timely fashion.
- The person leaves the property because the landlord did not renew their lease in order to avoid displacement.

- The landlord forces tenants to move in order to provide a “vacant” property for HOME assistance.

Displacement does not include persons who:

- Were evicted for cause, BUT not if the eviction is taken to evade paying relocation assistance.
- Have no legal right to occupy the property (e.g. persons that meet the definition of squatters under local law).
- Before leasing and occupying the property, but after application for project funding, receive written notice of the possibility that displacement or an increase in rent may occur and that relocation assistance will not be provided.
- Retain the right of use and occupancy of the property following acquisition (life estates).
- The grantee decides (and HUD agrees in writing) were not displaced as a direct result of the project (professional relocates).
- Were required to move out for a short period to facilitate emergency repairs, as long as certain conditions are met (see Temporary Relocation).

## II. NOTICES AND OTHER ADVISORY SERVICES

**Virtually EVERYONE needs a notice of some kind. All occupants are entitled to timely notices explaining whether or not they will be displaced.**

- Occupants to be displaced must be informed of their eligibility for relocation assistance and the nature of the assistance.
- Occupants not to be displaced must be informed of the terms and conditions under which they may occupy the property upon completion of the project.

Notices should be issued **as soon as feasible** after a specific property has been identified for HOME assistance. Handbook 1278 defines the point of “initiation of negotiations” for HUD programs (Handbook 1278 is available from IHCD). The initiation of negotiations does not become effective for the purposes of relocation eligibility until there is a written agreement between the applicant and the owner to purchase the property. This required the applicant to inform tenant occupants of their potential eligibility for relocation assistance when negotiations are initiated, when and if they become fully eligible and in the event the purchase will not occur, notifying them, that they are no longer eligible for relocation assistance.

Different notices serve different purposes and must be tailored both to:

- The specific project circumstances, and
- The individual circumstances of the residents.

Combining notices is OK, **if** the appropriate information is provided in a timely manner. Notices may be issued by either the recipient or the subgrantee. However, the recipient is ultimately responsible and must assure that timely and correct notices are given. IHCD recommends that recipients issue the notices.

Notices must be personally served or sent by certified or registered first-class mail, return receipt requested and documented in the applicant’s files. (Certified mail is less costly.) Each notice shall be

written in plain, understandable language. Persons who are unable to read and understand the notice must be provided with appropriate translation and counseling. Each notice shall indicate the name of a person who may be contacted for answers to questions or other needed help.

Failure to provide correct and timely notices can be one of the most expensive mistakes that a relocation specialist can make.

#### **A. REQUIRED NOTICES FOR UNIFORM RELOCATION ACT**

##### **1. General Information Notice**

- All occupants must be given a General Information Notice. Different versions are required for those persons who will and will not be displaced.
- The notice must be provided as soon as feasible after the submission of an application to IHCD, or as soon as a specific property has been identified for HOME assistance.
- The notice must explain that the project has been proposed and caution the person not to move prematurely.
- It informs the person of the terms for continued occupancy if the resident will not be displaced or of the assistance available if the person will be displaced.
- If displacement is possible, the notice should enclose additional information about available relocation assistance (e.g., HUD Booklet 1042-CPD, Relocation Assistance to Tenants Displaced From Their Homes.)

##### **2. Notice to Tenants Moving In After Application**

- This notice may be issued to each prospective tenant BEFORE the tenant agrees to move into the project.
- It explains that the project has been proposed and informs residents that they may be displaced or sustain a rent increase as a result and that they will NOT be entitled to relocation assistance in either event.
- Failure to issue this notice can be very costly. The recipient may incur an unnecessary relocation liability for each resident who moves in after the application for HOME assistance who is not given this notice.

##### **3. Notice of Nondisplacement**

- For acquisition and/or residential rehabilitation projects this notice is issued to residents who will remain in the project after its completion.
- It is issued at the time of the execution of the agreement for acquisition and/or rehabilitation and contains a specific offer of a suitable, affordable unit in the project.

##### **4. Temporary Relocation Notice**

- Residents who are not required to move permanently may be required to move temporarily, if all conditions of the move are “reasonable”.
- Those to be temporarily relocated must receive “reasonable” advance written notice of the location, terms and conditions of the temporary move and of their right to reimbursement of all reasonable out-of-pocket expenses.

#### 5. Notice of Eligibility for Relocation Assistance

- For acquisition and/or residential rehabilitation projects, this notice is issued to residents who will be displaced.
- The notice is issued at the time of the execution of the agreement for acquisition and/or rehabilitation and contains a commitment for relocation assistance including:
  - Address of at least one comparable replacement units and other appropriate (but not necessarily comparable) referral housing units.
  - A specified amount for a replacement housing payment and moving expense.
- Because the comparable rents set an upper limit for assistance, failure to provide information about available, comparable units may result in a requirement to pay excessive relocation costs.
- For a family who can be offered a decent, safe, and sanitary unit in the project but not an affordable one, the notice may offer the family the opportunity to waive relocation assistance and remain in the project.
- The notice should include the information contained in HUD Booklet 1042-CPD Relocation Assistance to Tenants Displaced From Their Homes or Booklet 1044-CPD Relocation Assistance to Displaced Homeowners.

#### 6. 90 Day (and 20 Day) Notices

- Each lawful occupant to be displaced must receive at least 90 days written advance notice before being required to move.
- The notice cannot be given before the person is issued a Notice of Eligibility for Relocation Assistance OR before being notified of the availability of a comparable replacement dwelling.
- The notice must specify the date by which the property must be vacated, or if the date is unknown, it must indicate the earliest date that the occupant may be required to move.
- If no date is specified in the 90 Day Notice, the occupants must be informed that they will receive at least 20 days advance written notice of the specific date of the move.
- Occupants may be required to move on less than 90 days notice if the recipient determines that the notice is impracticable (e.g., a health hazard).

## **B. INFORMATION AND COUNSELING**

All residents must be kept informed of project activities and scheduling.

Information and counseling should also include:

- Referrals to other available assistance and human services (e.g., health services, public assistance, child care)
- Information about Federal, state and local housing programs and how to apply for them.
- Information about the households rights under the Fair Housing Act.
- For those who are displaced: information, to the extent possible, about replacement housing opportunities that may promote fair housing and moves to neighborhoods outside areas of racial concentration.

## **III. RELOCATION DEFINITIONS**

### **Affordable Rent**

- For households with gross incomes greater than 80% of the area median income, rent and utilities that do not exceed 20% of the household's gross monthly income is considered affordable.
- For households with gross incomes less than 80% of the area median income, rent and utilities cannot exceed the amount calculated for the Section 8 Total Tenant Payment (TTP) level to be considered affordable.

**Economic Displacement** - Applies to tenants who are intended to remain in the project after rehabilitation. If a tenant's rent increases as a result of the project and the increased rent and utilities is greater than the household's affordable rent level, then the household must be considered “economically displaced”. The recipient must treat this household like any other displaced household, by issuing a “Notice of Eligibility” and providing relocation assistance.

### ***CURRENT TENANT ROSTER***

*(To be completed by applicants anticipating the purchase, demolition, or rehabilitation of occupied rental units only.) Indicate below all tenants currently occupying the units. Photocopy and attach additional sheets if necessary.*

[illegible]

### ***PRIOR TENANT LIST***

*(To be completed by applicants anticipating purchasing, demolishing, or rehabilitating occupied or vacant rental units only.) Indicate below all tenants that have vacated any of the units within the 3 months prior to application submission. Photocopy and attach additional sheets if necessary.*

[illegible]

**GUIDEFORM GENERAL INFORMATION NOTICE  
RESIDENTIAL TENANT THAT WILL NOT BE DISPLACED**

Recipient or Agency Letterhead

(date)

Dear \_\_\_\_\_:

On \_\_ (date) \_\_, \_\_ (Subgrantee) \_\_ submitted an application to the Indiana Housing and Community Development Authority for financial assistance to rehabilitate the building that you occupy at \_\_\_\_ (address) \_\_\_\_.

This notice is to inform you that, if the assistance is provided and the building is rehabilitated, you will not be displaced. Therefore, we urge you not to move anywhere at this time. (If you do elect to move for reasons of your choice, you will not be provided relocation assistance.)

If the application is approved and Federal assistance is provided for the rehabilitation, you will be able to lease and occupy your present apartment (or another suitable, decent, safe and sanitary apartment in the same building) upon completion of the rehabilitation. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs, will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your average monthly gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, we urge you not to move. If the project is approved, you can be sure that we will make every effort to accommodate your needs. Because Federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

This letter is important and should be retained. You will be contacted soon. In the meantime, if you have any questions about our plans, please contact \_\_\_\_\_ (name) \_\_\_\_\_, \_\_\_\_\_ (title) \_\_\_\_\_, at \_\_\_\_\_ (phone) \_\_\_\_\_, \_\_\_\_\_ (address) \_\_\_\_\_.

Sincerely,

(name)

(title)

Enclosure

=====NOTES.

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3d of Handbook.)
2. This is a guideform. It should be revised to reflect the circumstances.

9/90

App. 2-2

**GUIDEFORM GENERAL INFORMATION NOTICE  
RESIDENTIAL TENANT TO BE DISPLACED**

Recipient or Agency Letterhead

(date)

Dear \_\_\_\_\_:

The City of \_\_\_\_\_, is interested in acquiring the property you occupy at \_\_\_\_\_ (address) \_\_\_\_\_ for the \_\_\_\_\_ (project) \_\_\_\_\_. This notice is to inform you of your rights under Federal law. If the City acquires the property and you are displaced for the project, you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. However, do not move now. This is not a notice to vacate the premises. You should continue to pay your monthly rent to your landlord because a failure to pay rent and meet your other obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to move or sign any agreement to purchase or lease a new unit before receiving formal notice of your eligibility for relocation assistance. If you move or are evicted before receiving such notice, you may not receive any assistance. Please contact us before you make any moving plans.

If the City acquires the property and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement house. This assistance is more fully explained in the enclosed brochure, "Relocation Assistance to Tenants Displaced from Their Homes."

If for any reason any other persons move into this unit with you after this notice, your assistance may be reduced. If you have any questions, please contact \_\_\_\_\_ (name) \_\_\_\_\_, \_\_\_\_\_ (title) \_\_\_\_\_, at \_\_\_\_\_ (phone) \_\_\_\_\_, \_\_\_\_\_ (address) \_\_\_\_\_.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the City decides not to purchase the property, you will be notified in writing.

Sincerely,

(name)

(title)

Enclosure

=====NOTES.

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3d of Handbook.)
2. This is a guideform. It should be revised to reflect the circumstances.

9/90

App. 3-2

**GUIDEFORM NOTICE**  
***Disclosures to Seller with Voluntary, Arm's Length Purchase Offer***

Recipient or Agency Letterhead

(date)

Dear \_\_\_\_\_:

This is to inform you that \_\_\_\_\_ (Agency/Person) would like to purchase the property located at \_\_\_\_\_ (Street Address or Other Property Identification), if a satisfactory agreement can be reached. We are prepared to pay \$\_\_\_\_\_ for clear title to the property under the conditions described in the attached proposed contract of sale.

Because Federal funds may be used in the purchase, however, we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell, the \_\_\_\_\_ (Agency/Person) will not acquire our property. The \_\_\_\_\_ (Agency/Person) does not have the power to acquire your property by condemnation (i.e., eminent domain) [will not use the power of eminent domain to acquire the property].
2. We estimate the fair market value of the property to be \$ \_\_\_\_\_.

Since the purchase would be a voluntary, arm's length transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the contract of sale, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us.

If you have any questions about this matter, please contact \_\_\_\_\_. His/Her telephone number is \_\_\_\_\_.

Sincerely,

(name)  
(title)

Enclosure

**Appendix C**

**Qualified Census Tracts**

<b>Metropolitan Areas</b>				
<u>Anderson, IN</u>				
Madison County	0005.00			
<u>Bloomington, IN</u>				
Monroe County	0001.00	0002.01	0002.02	0003.01
	0006.00	0009.01	0016.00	
<u>Columbus, IN</u>				
Bartholomew County	0101.00			
<u>Elkhart-Goshen, IN</u>				
Elkhart County	0026.00	0028.00		
<u>Evansville, IN</u>				
Vanderburgh County	0012.00	0013.00	0014.00	
	0017.00	0018.00	0019.00	
	0020.00	0021.00	0026.00	
<u>Fort Wayne, IN</u>				
Allen County	0006.00	0010.00	0011.00	0012.00
	0013.00	0014.00	0015.00	0016.00
	0017.00	0018.00	0020.00	0023.00
	0027.00	0028.00	0029.00	0035.00
	0042.00	0113.03		
<u>Gary-Hammond, IN</u>				
Lake County	0102.02	0102.03	0103.01	0103.02
	0105.00	0106.00	0107.00	0108.00
	0109.00	0110.00	0111.00	0113.00
	0114.00	0116.00	0117.00	0119.00
	0120.00	0121.00	0122.00	0123.00
	0127.00	0204.00	0206.00	0207.00
	0218.00	0301.00	0302.00	0303.00
	0304.00	0310.00		
<u>Indianapolis, IN</u>				
Marion County	3226.00	3308.01	3412.00	3416.00
	3426.00	3501.00	3503.00	3504.00
	3505.00	3507.00	3508.00	3509.00
	3510.00	3511.00	3512.00	3515.00
	3516.00	3517.00	3521.00	3523.00
	3527.00	3528.00	3531.00	3532.00
	3533.00	3535.00	3536.00	3539.00
	3542.00	3544.00	3545.00	3547.00
	3548.00	3549.00	3550.00	3551.00
	3556.00	3557.00	3559.00	3564.00
	3569.00	3571.00	3572.00	3573.00

	3574.00 3603.02	3581.00	3601.01	3601.02
<u>Kokomo, IN</u> <i>Howard County</i>	0002.00	0012.00		
<u>Lafayette-West Lafayette</u> <i>Tippecanoe County</i>	0004.00 0055.00	0006.00 0103.00	0053.00 0105.00	0054.00
<u>Louisville, KY-IN</u> <i>Floyd County</i>	0708.01			
<i>Jefferson County</i>	0002.00 0010.00 0017.00 0024.00 0035.00 0043.02 0053.00 0065.00	0003.00 0011.00 0018.00 0027.00 0037.00 0049.00 0056.00 0066.00	0004.00 0014.00 0021.00 0028.00 0041.00 0050.00 0059.00 0128.02	0006.00 0015.00 0023.00 0030.00 0043.01 0051.00 0062.00
<u>Michigan City, IN</u> <i>LaPorte County</i>	0401.00			
<u>Muncie, IN</u> <i>Delaware County</i>	0001.00 0006.00 0019.01	0002.00 0007.00	0003.00 0009.02	0004.00 0010.00
<u>South Bend-Mishawaka</u> <i>St. Joseph County</i>	0001.00 0019.00 0027.00	0006.00 0020.00 0028.00	0010.00 0021.00 0029.00	0017.00 0023.00
<u>Terre Haute, IN</u> <i>Vigo County</i>	0001.00 0008.00	0003.00 0002.00	0005.00 0019.00	0006.00

<b>Non-Metropolitan Areas</b>
-------------------------------

<i>Henry County</i>	9763.00	<i>Knox County</i>	9550.00 9553.00 9554.00
<i>Grant County</i>	0002.00	<i>Wayne County</i>	0002.00

## *Appendix D*

### *Economically Distressed Counties*

Economically Distressed County in the State of Indiana include:

Blackford	Orange
Clay	Owen
Clinton	Parke
Crawford	Perry
Daviess	Pike
Fayette	Randolph
Grant	Rush
Greene	Shelby
Henry	Starke
Jay	Sullivan
Jennings	Switzerland
Knox	Vermillion
LaGrange	Vigo
Lawrence	Washington
Madison	Wayne
Martin	

## ***Appendix E***

### ***HOME Awards by County***

A preference is given if the development is located in the bottom 1/3 of counties in the State of Indiana assisted with HOME funds as indicated below. For scattered site projects, at least 25% of the units must be located in one of the counties indicated below to get the preference.

Adams	Franklin	Morgan	Randolph	Warren
Benton	Hancock	Newton	Rush	Warrick
Boone	Jackson	Noble	Shelby	Wells
Brown	Jasper	Owen	Starke	White
Clay	Johnson	Pike	Steuben	
Clinton	LaGrange	Posey	Tipton	
DeKalb	Miami	Pulaski	Union	

*Appendix F**Indiana Housing and Community Development Authority  
Frequently Used Acronyms*

<b>Acronym</b>	<b>Definition</b>
AHCD	Affordable Housing and Community Development Fund
AHP	Affordable Housing Program – grant program through the Federal Home Loan Bank
AMI	Area Median Income
BMIR	Below market interest rate
CAP	Community Action Program agency
CBDO	Community Based Development Organization – As defined by the CDBG regulations in 24 CFR 570.204(c)
CDBG	Community Development Block Grants (24 CFR Part 570)
CDC	Community Development Corporation
CDFI	Community Development Finance Institution
CHDO	Community housing development organization – a special kind of not-for-profit organization that is certified by the Indiana Housing and Community Development Authority
CPD Notice	Community Planning and Development Notice – issued by the U.S. Department of Housing and Urban Development to provide further clarification on regulations associated with administering HUD grants
DHPA	Division of Historic Preservation and Archeology, a division of the Department of Natural Resources and serves as the State Historic Preservation Officer for Indiana
DNR	Department of Natural Resources
ER	Environmental Review
ESG	Emergency Shelter Grant – operating grants for emergency shelters. Applied for through the Family and Social Services Administration
FEMA	Federal Emergency Management Agency
FHLBI	Federal Home Loan Bank of Indianapolis
First Home	Single family mortgage program through IHCDA that combines HOME dollars for down payment assistance with a below market interest rate mortgage
FMR	Fair market rents
FMV	Fair market value
FSP Memo	Federal and State Programs Memo – issued by IHCDA to provide clarification or updated information regarding grant programs IHCDA administers
FSSA	Family and Social Services Administration
HLFI	Historic Landmarks Foundation of Indiana
HNA	Housing Needs Assessment
HOC/DPA	Homeownership Counseling/Down Payment Assistance
HOME	HOME Investment Partnerships Program (24 CFR Part 92)
HOPWA	Housing Opportunities for Persons with AIDS
HQS	Housing Quality Standards
HUD	U.S. Department of Housing and Urban Development
IACED	Indiana Association for Community Economic Development
ICHHI	Indiana Coalition on Housing and Homeless Issues, Inc.
IDEM	Indiana Department of Environmental Management
IDFA	Indiana Development Finance Authority
IDNR	Indiana Department of Natural Resources
IHART	Indiana Housing Assistance Review Team

<b>Acronym</b>	<b>Definition</b>
IHCDA	Indiana Housing and Community Development Authority
IHCDA Info	Information about IHCDA programs and services provided to subscribers by e-mail
LBP	Lead-based paint
LISC	Local Initiatives Support Corporation
LUG	Local Unit of Government (city, town, or county)
MBE	Minority Business Enterprise – certified by the state Department of Administration
NAHA	National Affordable Housing Act of 1990 – federal legislation that created the HOME Investment Partnerships Program
NC	New construction
NFP	Not-For-Profit Corporation
NOFA	Notice of Funds Availability
OCRA	Office of Community and Rural Affairs
OOR	Owner-occupied rehabilitation
PHA	Public Housing Authority
PITI	Principal, interest, taxes, and insurance – the four components that make up a typical mortgage payment
PJ	Participating Jurisdiction
QCT	Qualified census tract
RFP	Request for Proposals
RHTC	Rental Housing Tax Credits (also called Low Income Housing Tax Credits or LIHTC)
S+C	Shelter Plus Care - part of the McKinney grant that is applied for directly to HUD through the Super NOFA application
SHP	Supportive Housing Program - part of the McKinney grant that is applied for directly to HUD through the Super NOFA application
SHPO	State Historic Preservation Officer (the Division of Historic Preservation and Archeology serves in this capacity for the State of Indiana)
SRO	Single room occupancy
Super NOFA	Notice of Funds Availability issued by HUD for a number of grant programs. It is an annual awards competition. Shelter Plus Care and Supportive Housing Program are some of the programs applied for through this application process.
TBRA	Tenant-Based Rental Assistance
TDC	Total development costs
URA	Uniform Relocation Act
USDA	United States Department of Agriculture (Rural Development)
WBE	Women Business Enterprise – certified by the state Department of Administration

## ***Appendix G***

### ***Sample Special Needs Referral Letter (To be Printed on Referral Agency's Letterhead)***

Date

Applicant's Name

Address

City, IN, Zip Code

Dear \*\*\*\*:

I am writing in support of (name of applicant)'s grant application to the Indiana Housing and Community Development Authority for a grant to be used for (brief description of the project). It is my understanding that the program will target (specify targeted special needs population).

(Name of the referral agency writing the letter) provides the following programs to (specify targeted special needs population):

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When this project is funded, we will refer appropriate (specify targeted special needs population) clients to (name of applicant) for housing assistance. We will also maintain any provided written information for distribution to our clients. This will be continued throughout the timeframe of the project.

Sincerely,

Name

Title

*Appendix H*

***SAMPLE MEMORANDUM OF UNDERSTANDING***  
**MEMORANDUM OF UNDERSTANDING BETWEEN**

\_\_\_\_\_  
Hereafter “Applicant”

And

\_\_\_\_\_  
***Hereafter “Service Provider”***

The Service Provider hereby agrees to provide the following services to the beneficiaries of the Applicant’s

\_\_\_\_\_ program and at no additional cost to the beneficiaries:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These services will be available through \_\_\_\_\_ (Date).

Signed:

\_\_\_\_\_  
Signature of CEO

\_\_\_\_\_  
Signature of CEO

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Service Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Appendix I***

***Indiana Housing and Community Development Authority  
Donated Banked Match/Leverage Form***

**MEMORANDUM OF AGREEMENT**

**Grantor:**

Name of Organization: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Federal ID #: \_\_\_\_\_

**Recipient:**

Name of Organization: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Federal ID #: \_\_\_\_\_

**Other:**

Amount of match/leverage being donated: \$\_\_\_\_\_

IHCDA Award Number On Which Match Was Originally Generated: \_\_\_\_\_

What is the due date for the application that will be using the donated match/leverage? \_\_\_\_\_

Housing Activity/Development Name Utilizing the Donated Match: \_\_\_\_\_

Housing Activity Location (city and county): \_\_\_\_\_

Grantor has documented banked match/leverage with IHCD, and hereby agrees to share \$ \_\_\_\_\_ of banked match/leverage with the Recipient for the purpose of satisfying the Recipient's match/leverage obligation for an application for (housing activity type) \_\_\_\_\_ submitted to IHCD on (application due date) \_\_\_\_\_.

Grantor and Recipient agree that if the referenced application is not funded then this agreement is null and void.

Grantor certifies that the donated match is provided to the Recipient free of charge and is not being sold or bartered for goods or services.

This agreement is made between the Grantor and Recipient on this the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

**GRANTOR**

**RECIPIENT**

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
President or Executive Director's Name - Printed  
- Printed

\_\_\_\_\_  
President or Executive Director's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**FOR IHCD USE ONLY:**

Match being donated: \_\_\_\_\_ Total banked match: \_\_\_\_\_

Community Development Representative: \_\_\_\_\_

Community Development Representative: \_\_\_\_\_

***Appendix J***

***Sample Letter of Commitment for Housing Owned by a Subgrantee***

(The applicant is required to get each owner that is also not the applicant or subrecipient of the property to be assisted by this award to sign a letter stating the following and enclose the original letter with their application.)

Date

Community Development Supervisor  
Indiana Housing and Community Development Authority  
30 South Meridian Street, Suite 1000  
Indianapolis, IN 46204

RE: Round (Insert 1 or 2) – 200\_\_\_ Application for (insert activity type)

Dear Mr. Sipe:

I am the legal owner of a property described on the attached warranty deed. (Attach a copy of the warranty deed for the property.) I hereby agree to participate in and provide the use of my property for the (insert activity type) program that is sponsored by (insert applicant) and for which they are applying to the Indiana Housing and Community Development Authority for financing on (insert application due date). The (insert applicant) has explained to me all the restrictions and requirements for property assisted with the HOME Investment Partnerships Program funds and I agree to abide by these requirements throughout the affordability period. I understand the affordability period for the proposed activity will be (insert number of years of affordability period) years.

Sincerely,

***Signature***

***Printed Name of Owner of Property***



**Appendix L**

**HOME Recipients – Closed Awards from 2002 and 2003**

<b>Award Number</b>	<b>Grantee</b>	<b>Contact Phone Number</b>	<b>Status</b>	<b>Description</b>	<b># of Units</b>	<b>Project County</b>
PD-002-001	Housing Opportunities, Inc.	(219) 462-3726	CLOSED	CHDO Predevelopment	0	Porter
PD-002-002	Knox County Rural Housing Finance	(812) 735-2006	CLOSED	CHDO Predevelopment	0	Knox
PD-002-004	SICPD	(812) 689-5505	CLOSED	CHDO Predevelopment	0	Ohio
PD-002-005	EARN, Inc.	(574) 293-9100	CLOSED	CHDO Predevelopment	0	Elkhart
PD-002-006	Hoosier Uplands Economic Development	(812) 849-4457	CLOSED	CHDO Predevelopment	0	Washington
PD-002-008	Bloomington Restorations Inc	(812) 336-0909	CLOSED	CHDO Predevelopment	0	Monroe
PD-002-009	Guerin, Inc.	(812) 951-1878	CLOSED	CHDO Predevelopment	0	Floyd
PD-002-011	Montgomery County Housing Development	(765) 361-9249	FORGIVEN -PDL	CHDO Predevelopment	0	Montgomery
PD-002-012	Ohio Valley Opportunities Inc	(812) 265-5858	CLOSED	CHDO Predevelopment	0	Scott
PD-002-013	Providence Housing Corporation	(812) 951-1878	CLOSED	CHDO Predevelopment	0	Vigo
PD-002-014	Providence Housing Corporation	(812) 951-1878	CLOSED	CHDO Predevelopment	0	Vigo
PD-002-015	Whitley Crossings Neighborhood Corp	(260) 244-7688	CLOSED	CHDO Predevelopment	0	Whitley
PD-003-001	Community Action Program of Western IN	(765) 793-4881	CLOSED	CHDO Predevelopment	0	Montgomery
PD-003-005	Blue River Services, Inc.	(812) 738-8016	CLOSED	CHDO Predevelopment	0	Harrison
PS-003-002	Blue River Services, Inc.	(812) 738-8016	CLOSED	CHDO Seed Money Loan	0	Harrison
PS-002-001	SICPD	(812) 689-5505	CLOSED	CHDO Seed Money Loan	0	Ohio
PS-002-002	Hoosier Uplands Economic Development	(812) 849-4457	CLOSED	CHDO Seed Money Loan	0	Washington
PS-002-004	Providence Housing Corporation	(812) 951-1878	CLOSED	CHDO Seed Money Loan	0	Vigo
PS-002-005	Providence Housing Corporation	(812) 951-1878	CLOSED	CHDO Seed Money Loan	0	Vigo
PS-002-006	Whitley Crossings Neighborhood Corp	(260) 244-7688	CLOSED	CHDO Seed Money Loan	0	Whitley
HM-003-002	Family Christian Development Center, Inc.	(574) 773-2149	CLOSED	Homebuyer - New Construction	11	Elkhart
HM-003-014	City of Elkhart	(574) 294-5471	CLOSED	Homebuyer - New Construction	10	Elkhart
CH-003-002	Housing Opportunities	(219) 462-3726	CLOSED	Homebuyer - New Construction	5	Porter

CH-003-004	Pathfinder Services Inc	(800) 310-9510	CLOSED	Homebuyer - New Construction	3	Adams
CH-003-005	Providence Housing Corporation	(812) 951-1878	CLOSED	Homebuyer - New Construction	4	Vigo
CH-003-015	Pathfinder Services Inc	(800) 310-9510	CLOSED	Homebuyer - New Construction	7	Wabash
CH-003-016	Pathfinder Services Inc	(800) 310-9510	CLOSED	Homebuyer - New Construction	4	DeKalb
CH-003-022	Housing Opportunities	(219) 462-3726	CLOSED	Homebuyer - New Construction	6	Porter
CH-002-002	Elkhart Housing Partnership, Inc.	(574) 524-7030	CLOSED	Homebuyer - New Construction	7	Elkhart
CH-002-012	Pathfinder Services Inc	(800) 310-9510	CLOSED	Homebuyer - New Construction	4	Wabash
CH-003-003	LaCasa of Goshen, Inc.	(574) 533-4450	CLOSED	Homebuyer - Rehabilitation	10	Elkhart
CH-003-006	Southern Indiana Homeownership, Inc.	(812) 895-4875	CLOSED	Homebuyer - Rehabilitation	4	Knox
CH-003-023	Rising Sun & Ohio County Senior Citizens Housing	(812) 438-3521	CLOSED	Homebuyer - Rehabilitation	1	Ohio
CH-003-028	LaCasa of Goshen, Inc.	(574) 533-4450	CLOSED	Homebuyer - Rehabilitation	12	Elkhart
CH-003-009	Housing Partnerships	(812) 376-9458	CLOSED	Homebuyer - Rehabilitation & New Construction	12	Bartholomew
CH-002-004	LaCasa of Goshen, Inc.	(574) 533-4450	CLOSED	Homebuyer - Rehabilitation & New Construction	11	Elkhart
HM-003-004	Hendricks County CDC	(317) 837-9019	CLOSED	Owner-Occupied Rehabilitation	16	Hendricks
HM-003-006	City of New Albany	(812) 988-5333	CLOSED	Owner-Occupied Rehabilitation	8	Floyd
HM-003-018	City of Linton	(812) 847-7754	CLOSED	Owner-Occupied Rehabilitation	9	Greene
HM-002-017	Oaklawn Psychiatric Center	(574) 533-1234	CLOSED	Rental - Acquisition Only	15	Elkhart
HM-002-002	Community Mental Health Center, Inc.	(812) 537-1302	CLOSED	Rental - New Construction	4	Switzerland
HM-002-013	Dugger Improvement Inc	(812) 648-2038	CLOSED	Rental - New Construction	10	Sullivan
HM-003-010	Howard Community Hospital	(765) 453-8529	CLOSED	Rental - New Construction	25	Howard
HM-003-012	Region 3A Development & Regional Planning Commission	(260) 347-4714	CLOSED	Rental - New Construction	6	Noble
HM-003-013	Community Action Program of Western IN	(765) 793-4881	CLOSED	Rental - New Construction	8	Parke
HM-003-029	Ashbury Pointe, L.P.	(317) 826-3488	CLOSED	Rental - New Construction	8	Madison

HM-003-031	YWCA of St. Joseph County	(574) 233-9491	CLOSED	Rental - New Construction	9	St. Joseph
CH-003-007	Whitley Crossings Neighborhood Corp	(260) 244-7688	CLOSED	Rental - New Construction	8	Whitley
CH-003-017	Providence Housing Corporation	(812) 951-1878	CLOSED	Rental - New Construction	11	Vigo
CH-003-021	Guerin, Inc.	(812) 951-1878	CLOSED	Rental - New Construction	0	Floyd
CH-002-005	Area 12 Council on Aging	(812) 432-6282	CLOSED	Rental - New Construction	8	Dearborn
CH-002-007	Area Five Agency on Aging	(574) 722-4451	CLOSED	Rental - New Construction	17	Miami
CH-002-010	SICPD	(812) 689-5505	CLOSED	Rental - New Construction	7	Ohio
CH-002-011	Community Action Program of Western IN	(765) 793-4881	CLOSED	Rental - New Construction	8	Vermillion
HM-002-001	Aurora Community Housing, Inc.	(812) 744-3704	CLOSED	Rental Rehabilitation	25	Dearborn
HM-002-006	Sycamore Rehab Svcs / Hendricks ARC	(317) 745-4715	CLOSED	Rental Rehabilitation	5	Hendricks
HM-003-020	Clay City Senior Citizens Housing Inc	(812) 939-3166	CLOSED	Rental Rehabilitation	33	Clay
HM-003-026	Shelburn Senior Citizen Housing Inc	(812) 268-6611	CLOSED	Rental Rehabilitation	18	Sullivan
HM-003-028	Tyson Manor Inc.	(812) 689-6783	CLOSED	Rental Rehabilitation	36	Ripley
HM-003-036	Lyco, Inc.	(812) 659-2228	CLOSED	Rental Rehabilitation	10	Greene
HM-003-041	Wadesville Homes, Inc.	(812) 838-6356	CLOSED	Rental Rehabilitation	8	Posey
CH-003-001	Hoosier Uplands Economic Dev Corp	(812) 849-4457	CLOSED	Rental Rehabilitation	19	Washington
CH-003-020	Elkhart Housing Partnership, Inc.	(574) 524-7030	CLOSED	Rental Rehabilitation	10	Elkhart
CH-003-029	Opportunity Housing, Inc. of Putnam County	(765) 653-6470	CLOSED	Rental Rehabilitation	11	Putnam
CH-002-001	Elkhart Housing Partnership, Inc.	(574) 524-7030	CLOSED	Rental Rehabilitation	10	Elkhart
CH-002-008	Human Services, Inc.	(812) 372-8407	CLOSED	Rental Rehabilitation	8	Decatur
HM-002-011	Housing Authority of Michigan City	(219) 872-7287	CLOSED	Rental Rehabilitation & New Construction	4	LaPorte
CH-002-006	Area 12 Council on Aging	(812) 432-6282	CLOSED	Rental Rehabilitation & New Construction	8	Ripley
HM-002-014	Family Services of Delaware County	(765) 284-7789	CLOSED	Transitional Housing - New Construction	10	Delaware
HM-002-007	Hoosier Veterans Assistance Foundation	(317) 951-0688	CLOSED	Transitional Housing - Rehabilitation	16	Marion
HM-002-012	Desert Rose Foundation, Inc.	(765) 346-0365	CLOSED	Transitional Housing - Rehabilitation	10	Morgan
HM-003-001	Christ Temple CDC	(260) 456-1480	CLOSED	Transitional Housing - Rehabilitation	5	Allen

HM-003-005	Hoosier Veterans Assistance Foundation	(317) 951-0688	CLOSED	Transitional Housing - Rehabilitation	20	Marion
HM-003-016	Housing Authority of the City of Goshen	(574) 533-9925	CLOSED	Transitional Housing - Rehabilitation	9	Elkhart

## ***Appendix M***

### ***List of Energy Star® Certified Raters – As of February 7, 2007***

#### **ACE INSPECTION, LLC**

- Matthew Potts
- 5056 E. 620 S.
- Wolcottville, IN 46795
- 260-854-2839
- [pottsalot@earthlink.net](mailto:pottsalot@earthlink.net)

#### **C & K EFFICIENCY CONSULTANTS**

- Chris Keusch
- 7404 North US 231
- Jasper , IN 47546
- 812-631-1797

#### **CERTIFIED ENERGY RATERS, LLC**

- Bill Patrick
- 723 Shroyer Road
- Dayton, OH 45419
- 800-671-1895
- [www.certifiedenergyraters.com](http://www.certifiedenergyraters.com)
- *RESNET Rater Seal of Quality*

#### **EIM, LLC**

- Bruce Everly
- 7545 Chablis Circle
- Indianapolis , IN 46278
- 317-228-0134

#### **ENERGY DESIGNED HOMES**

- Paul Rimelspach
- 1690 East Choctaw Drive
- London, OH 43140-8730
- 614-432-4663
- [Paul@Rimelspach.com](mailto:Paul@Rimelspach.com)

#### **ENERGY DIAGNOSTICS**

- Jerry Thatcher
- 395 East 500 N
- Valparaiso, IN 46383
- 219-464-4457
- [energydiagnostics@verizon.net](mailto:energydiagnostics@verizon.net)
- *RESNET Rater Seal of Quality*
- *Able to Verify Homes for Federal Tax Credit*

**ENERGY EFFICIENT HOMES MIDWEST, INC.**

- Mark Jansen
- P.O. Box 503248
- Indianapolis, IN 46250
- 317-915-9206
- [www.eehmidwest.com](http://www.eehmidwest.com)
- *RESNET Rater Seal of Quality*
- *Able to Verify Homes for Federal Tax Credit*

**ENERGY MATTERS**

- George Pfister
- 2305 Poplar Street
- Terre Haute , IN 47803
- 812-232-1875

**ENVIRO-SEAL FOAM INSULATION, LLC**

- John Gick
- 6183 E 200 North
- Fowler, Indiana 47944
- 765-884-1124
- [www.envirosealfoam.com](http://www.envirosealfoam.com)

**GALE INSULATION**

- 2040 Lynhurst Drive
- Indianapolis, IN 46241
- 317-241-6391
- Provider of MASCO Contractor Service's Environments for Living Program

**GESWEIN HOME ENERGY ANALYSIS**

- Robert Geswein
- P.O. Box 389
- Floyds Knobs, IN 47119
- 812-987-7647

**HI TECH HOUSING, INC.**

- Mike Bergen
- 19319 County Road 8
- Bristol , IN 46507
- 574-848-5593

**HOME ENERGY CHECKUP, LLC**

- Dale Dennis
- 1058 Cody Drive
- Hamilton , OH , 45013
- 513-939-9194

**HOME ENERGY PROFESSIONALS, INC.**

- Michael Haskins
- 3311 Willowcreek Road, PMB 165
- Portage, IN 46368
- 219-771-8680
- [mhaskins@verizon.net](mailto:mhaskins@verizon.net)

**HOME ENERGY RATING SERVICES, INC.**

- Greg DeWitt
- 70 Wildwood Dr.
- Carmel, IN 46032
- 317- 418-5220
- [gregdewitt@verizon.net](mailto:gregdewitt@verizon.net)

**HOME ENERGY SERVICES, INC**

- Ron Lane
- 250 North Whitcomb Ave
- Indianapolis , IN 46224
- 317-241-9044
- [www.homenergysvs.com](http://www.homenergysvs.com)
- *Able to Verify Homes for Federal Tax Credit*

**HOME ENERGY SOLUTIONS**

- Richard Shoulders
- P.O. Box 160
- Smith Mills , KY 42457
- 270-533-6690

**HOME CHECK INSPECTION SERVICE**

- Carl Shepherd
- 6321 Oak Hill Road
- Evansville , IN 47725
- 812-473-2626

**THE HOME INSPECTOR GENERAL**

- Mike Holcomb
- 2753 108 th Street SW
- Byron Center , MI 49315
- 616-878-7200

**HOMES+, INC.**

- Barb Yankie
- P.O. Box 43497
- Cincinnati, OH 45243
- 513-272-2005

- [byankie@fuse.net](mailto:byankie@fuse.net)
- *RESNET Rater Seal of Quality*
- *Able to Verify Homes for Federal Tax Credit*

**PROGRESSIVE ENGINEERING, INC.**

- Larry McCutchan
- 58640 State Road 15 North
- Goshen, Indiana 46528
- 574-533-0337

**R.E. CONSTRUCTION & MAINTENANCE SERVICES, INC.**

- Stephen Robinson
- 170 North County Road 400 West
- New Castle , IN 47362
- 765-533-6413

**SHERLOCK HOMES INSPECTION SERVICE, INC.**

- David Williams
- 4118 E Deckard Dr
- Bloomington, IN 47408
- 812-339-5828

**THERMO-SCAN INSPECTIONS**

- Chris Maher
- P.O. Box 705
- Carmel, IN 46082
- 317-846-4655
- [www.thermo-scan.com](http://www.thermo-scan.com)
- *RESNET Rater Seal of Quality*
- *Able to Verify Homes for Federal Tax Credit*

## ***Appendix N***

### ***How to Become a Certified Energy Star® Rater***

**The following information is taken directly from: <http://www.resnet.us/rater/certified/default.htm>**

A certified home energy rater must successfully complete training by a RESNET Accredited Rater Training Provider and must be certified by a RESNET Accredited Rating Provider. The training addresses:

- Basic principles of building science (i.e., viewing the home as a system)
- Thermal resistance of insulation materials
- The minimum rated features for buildings
- Blower door testing procedures
- Duct leakage testing procedures
- Variations in construction types and their ramifications
- Types and efficiencies of windows
- Types and efficiencies of heating, cooling, water heating, and lighting systems
- Types and characteristics of space conditioning and domestic hot water distribution systems
- Types of thermostatic controls
- Determination of azimuth
- Determination of air leakage
- Determination of fuels used by major appliances
- Utility rate structures
- On-site inspection procedures
- Producing a scaled and dimensioned drawing of a home
- Calculating the area of rectangles, triangles, circles, ovals and combinations of these shapes
- Calculating the volume of boxes, pyramids, spheres, and other geometric shapes
- Completing a home energy rating checklist or entering data into a home energy rating software program
- Completing a home energy improvement analysis or entering data into a home energy rating software program that performs improvements analysis
- Basic knowledge of financial incentive programs and energy efficient mortgages
- Communicating the benefits of energy saving measures and practices to the consumer
- Quality assurance

Each candidate rater must perform two ratings including software operations, in the presence of trainers. Certified Raters must also pass examinations that demonstrate a practical, working ability to effectively use the knowledge and skills set contained in Section 5.3 of Chapter Two of the national home energy rating standard to produce accurate and fair Home Energy Ratings. This examination may either follow training or it may be taken as a challenge examination.

After successfully completing the rater training, the rater has one year to be certified by a RESNET accredited rating provider.

***The Following is a List of RESNET Certified Rater Training Providers in the Midwest***

#### **Cornerstone Energy Conservation Services**

1320 McKinley Avenue, Suite B

Columbus, OH 43222  
Phone: 614-351-1439  
Fax: 614-351-6650  
Email: [terry.smith@installed.net](mailto:terry.smith@installed.net)  
Contact: Terry Smith  
Accreditation Identification Number: 2003-14  
Date of Expiration: December 31, 2006

**Energy Efficient Homes Midwest, Inc.**

P.O. Box 503248  
Indianapolis, IN 46250-8248  
Phone: 317-915-9204  
Fax: 317-915-9206  
Email: [mjansen@eehmidwest.com](mailto:mjansen@eehmidwest.com)  
Contact: Mark Jansen  
Accreditation Identification Number: 2003-07  
Date of Expiration: December 31, 2006

**Kansas Building Science Institute**

P.O. Box 1264  
Manhattan, KS 66505-1264  
Phone: 877-537-2425  
Fax: 785-537-2440  
Email: [kbsi@cox.net](mailto:kbsi@cox.net)  
Contact: Douglas Walter, President  
Date of Expiration: December 31, 2006

**Wisconsin Energy Conservation Corporation**

211 South Patterson Street, 3rd Floor  
Madison, WI 53703  
Phone: 608-249-9322ex390  
Email: [greg@weccusa.org](mailto:greg@weccusa.org)  
Contact: Greg Nahn  
Accreditation Identification Number: 2003-006  
Date of Expiration: December 31, 2006

## ***Appendix O***

### ***Directions to IHCD***

IHCD is located on the 10th floor of 30 South Meridian Street in Indianapolis. This is the former L.S. Ayres department store building, located on the block south of Monument Circle on the west side of the street.

#### **From Northwest Indiana to IHCD:**

Take I-65 South to West Street. Take West Street south past Washington Street to Maryland Street. Turn left on Maryland. [See parking options below.](#)

#### **From Southeast Indiana to IHCD:**

Take I-74 West to I-465 North. Take I-465 North to I-70 West. Take I-70 West to the Ohio Street exit. You can only go one way off the exit. Take Ohio Street 8 blocks to Capitol Avenue. Turn left on Capitol. One block past Washington Street, turn left onto Maryland Street. [See parking options below.](#)

#### **From Southern Indiana to IHCD:**

Take I-65 North into downtown Indianapolis. Get off at the Market Street Exit. Turn left off the exit. Take Market Street to Pennsylvania Street, which is one block past Delaware Street. Turn left on Pennsylvania and go one block to Washington Street. Turn right on Washington. Take Washington 3 blocks to Capitol Avenue. Turn left on Capitol. One block later, turn left onto Maryland Street. [See parking options below.](#)

#### **From Indianapolis Airport, Western and Southwest Indiana to IHCD:**

Take I-70 East into downtown Indianapolis. Take the Illinois Street exit. You can only turn one way off the exit. Take Illinois Street to Washington Street. Turn left on Washington Street. Take Washington one block to Capitol Avenue. Turn left on Capitol Avenue. One block later, turn left onto Maryland Street. [See parking options below.](#)

#### **From Northern Indiana to IHCD:**

Travel south on U.S. 31, which becomes Meridian Street in Indianapolis. Continue on Meridian into downtown. At Monument Circle, go halfway around the monument (traffic moves to the right) and proceed a half-block further south to Washington Street. Take Washington two blocks to Capitol Avenue. Turn left on Capitol. One block later, turn left onto Maryland Street. [See parking options below.](#)

#### **From Northeast Indiana:**

Take I-69 South to I-465. Take I-465 South to I-70 West. Take I-70 West to the Ohio Street exit. You can only go one way off the exit. Take Ohio 8 blocks to Capitol Avenue. Turn left on Capitol. One block past Washington Street, turn left onto Maryland Street. [See parking options below.](#)

#### **From Eastern Indiana:**

Take I-70 West to the Ohio Street exit. You can only go one way off the exit. Take Ohio 8 blocks to Capitol Avenue. Turn left on Capitol. One block past Washington Street, turn left onto Maryland Street. [See parking options below.](#)

